

ORDER	U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION	1110.119G -- ARAC Charter
SUBJ:	AVIATION RULEMAKING ADVISORY COMMITTEE	

1. PURPOSE. This order reestablishes renews the Aviation Rulemaking Advisory Committee and constitutes its charter, as required by the Federal Advisory Committee Act (P.L. 92-463, Title 5, U.S.C. Appendix II).

2. DISTRIBUTION. This order is distributed to the division level in Washington, the Technical Center, and the Aeronautical Center; regional administrator level in the regions; and division level in the Aircraft Certification Directorates.

3. CANCELLATION. Order 1110.119F, Aviation Rulemaking Advisory Committee, dated May 17, 2000 is canceled.

4. BACKGROUND. The Secretary of Transportation and the Administrator created a Departmental Task Force on Federal Aviation Administration (FAA) Reform to recommend improvements that could be made in the operations within the FAA itself and between the FAA and the Office of the Secretary. A subgroup of the Task Force was specifically directed to recommend changes that would improve the rulemaking process concerning safety issues. That subgroup proposed the establishment of an advisory committee to serve as a forum for the FAA to obtain input from outside the Government on major regulatory issues facing the agency. The Secretary approved the proposal to establish an advisory committee.

5. OBJECTIVE AND SCOPE OF ACTIVITIES. The committee is to provide advice and recommendations to the Administrator, through the Associate Administrator for Regulation and Certification, concerning the full range of the FAA's rulemaking activity with respect to aviation-related issues, such as air carrier operations, airman certification, aircraft certification, airports, security, and noise. The committee will afford the FAA additional opportunities to obtain direct, firsthand information and insight from the substantially affected interests meeting together and exchanging ideas with respect to proposed rules and existing rules that should be revised or eliminated. This advice will result in the development of better rules in less overall time and is intended to require fewer FAA resources than under current practice. However, the activities of the committee will not circumvent the normal coordination process or the public rulemaking procedures. Any FAA/committee communication on any particular issue and an assessment of the effect of the communication on the development of proposed rules will be disclosed fully in the public docket. Only tasks assigned by the FAA will be undertaken. Neither the committee nor any of its subgroups may assign a task without prior approval by the FAA.

6. ORGANIZATION.

a. The Aviation Rulemaking Advisory Committee consists will be composed of approximately 73 members organizations selected by the FAA as most representative of the various viewpoints of those impacted by FAA regulations. and will have sufficient diversity to ensure the requisite range of views and expertise necessary to discharge its responsibilities. The organizations provide a membership fairly balanced in terms of points of view of those represented and the functions to be performed by the committee. membership of the committee will be fairly balanced. The membership will have representation from the whole aviation community, including air carriers, airports, manufacturers, general aviation groups, labor

groups, environmental groups, universities, corporations, associations, and public interest groups. These organizations are:

1. AECMA
2. Aeronautical Repair Station Association
3. Aerospace Industries Association of America, Inc.
4. Aerospace Industries Association of Canada
5. Aerospace Medical Association
6. Air Line Pilots Association
7. Air Traffic Control Association
8. Air Transport Association of America
9. Airbus Industrie
10. Aircraft Electronics Association
11. Aircraft Owners and Pilots Association
12. Aircraft Rescue and Fire Fighters
13. Airline Dispatchers Federation
14. Airline Suppliers Association
15. Airport Consultants Council
16. Airports Council International, N.A.
17. Airport Minority Advisory Council
18. Alaska Air Carriers Association
19. Allied Pilots Association
20. American Association of Airport Executives
21. American Helicopter Society
22. Association of Air Medical Services
23. Association of European Airlines
24. Association of Flight Attendants
25. Association of Professional Flight Attendants
26. Aviation Consumer Action Project
27. Aviation Insurance Association
28. Aviation Technician Education Council
29. Balloon Federation of America
30. Boeing Commercial Airplane Group
31. Career College Association
32. Cargo Airline Association
33. Embraer
34. Equipment Leasing Association of America
35. Experimental Aircraft Association
36. Small Aircraft Manufacturers Association
37. Teamsters Airline Division
38. The Ninety-Nines, Inc.
39. The Soaring Society of America, Inc.
40. Tuskegee Airmen, Inc.
41. Flight Dispatchers, Meteorologists, & Operations Specialists Union
42. General Aviation Manufacturers Association
43. Helicopter Association International
44. Independent Pilots Association
45. International Airline Passengers Association
46. International Association of Fire Chiefs
47. International Association of Fire Fighters
48. International Association of Machinists and Aerospace Workers
49. International Society of Aviation Maintenance Professionals
50. Joint Aviation Authorities Secretariat
51. Light Aircraft Manufacturers Association
52. National Aeronautic Association
53. National Air Carrier Association, Inc.
54. National Air Disaster Alliance Foundation
55. National Air Transportation Association, Inc.
56. National Aircraft Finance Association
57. National Association of Flight Instructors
58. National Association of State Aviation Officials
59. National Business Aviation Association, Inc.
60. National Fire Protection Association
61. National Organization to Insure a Sound Controlled Environment
62. Negro Airmen International
63. Organization of Black Airline Pilots
64. Parachute Industry Association
65. Popular Rotorcraft Association, Inc.
66. Pratt & Whitney
67. Professional Aviation Maintenance Association
68. Public Citizen
69. Regional Airline Association
70. United States Parachute Association
71. United States Ultralight Association, Inc.
72. University Aviation Association
73. Used Aircraft Certification Conformity Committee

Members and the chairperson of the committee will be designated by the Associate Administrator for Regulation and Certification, and the chairperson will be designated by the Administrator. The membership may change to accommodate unforeseen circumstances.

b. Transport Canada Aviation will act as a consultant to the Aviation Rulemaking Advisory Committee. If Transport Canada or any member organization holds a minority position on any issue, the position will be included as part of the recommendation or identified in the letter transmitting the recommendation.

c. To ensure that the recommendations of the committee have taken into account the needs of diverse groups served by the Department, membership shall include, to the extent practicable, individuals and/or organizations to represent minorities, women, and persons with disabilities.

d. The Administrator may establish an Executive Committee, if necessary, to discharge the administrative functions of the committee. If established, The Executive Committee will consist of the chairperson of the committee, who will also chair the Executive Committee; the committee vice chair; the Executive Director of the committee; an assistant chairperson for each of the specific technical subject areas (presently, air carrier operations, maintenance, air traffic, occupant safety, general aviation certification and operations, noise, aircraft certification, airport certification, transport airplane and engine, rotorcraft, and training and qualifications); two public interest representatives; a representative from the Office of Aviation Policy, and Plans, and Management Analysis; a representative of the Office of the Chief Counsel; and a representative of the European Joint Aviation Authorities.

7. ADMINISTRATION.

a. The Administrator is the sponsor of the committee. The Director of Rulemaking shall serve as the Executive Director of the committee and is the Designated Federal Official required by the Federal Advisory Committee Act. The Executive Director shall not be a member of the committee. The Executive Director shall ensure that administrative support is provided for the committee.

b. The Executive Director of this committee shall:

(1) Determine, with the approval of the sponsor, when a meeting is required and where it is to be held.

(2) Formulate and approve an agenda for each meeting, which will be approved in advance by the sponsor and published in the Federal Register in accordance with the provisions of paragraph 7e.

(3) Notify all members of the time, place, and agenda for any meeting.

(4) Ensure that a full-time salaried FAA officer or employee is present at all meetings and is authorized to adjourn the meeting whenever doing so would be in the public interest.

(5) Maintain all committee files and records.

c. The committee will meet as often as needed but, at a minimum, address each of the technical subject areas on a quarterly basis. The Executive Committee will meet as necessary, with a minimum of four meetings per year. Approximately 40 meetings are held annually.

d. Minutes must be kept of each advisory committee meeting. The chairperson of the committee must certify that the minutes are accurate. The minutes must include:

(1) The time, date, and place of the meeting.

(2) A list of all attendees at the meeting.

(3) A summary of matters discussed and conclusions reached. A complete and accurate description of matters discussed and conclusions reached.

(4) Copies of all reports received, issued, or approved by the advisory committee.

(5) A description of public participation, including a list of the members of the public who presented oral or written statements, and an estimate of the number of members of the public who attended the meeting.

e. Timely notice of committee meetings must be published in the Federal Register at least 15 days before the meeting, except in exceptional circumstances, and then the reasons for giving less than 15 days notice must be included in the meeting announcement published in the Federal Register.

8. ESTIMATED COST. The estimated annual operating cost (including pro rata share of salaries of DOT employees) is \$122,500. Approximately .6 employee-years will be required to support the committee. The Office of Rulemaking shall provide staff support for the committee.

9. COMPENSATION. Members of the committee serve without compensation. Transportation and per diem expenses may be paid when necessary and appropriate.

10. PUBLIC PARTICIPATION. Each committee meeting shall be open to the public. Interested persons shall be permitted to attend, appear before, or file statements with the committee. Persons wishing to appear before the committee will have to make prior arrangements to do so. Written materials may be submitted to the committee at any time. Each meeting will be held at a reasonable time, in a place reasonably accessible to the public, and in a room large enough to accommodate the committee members, staff, and interested members of the public.

Meetings may be closed to the public only as authorized by Section 10(d) of the Federal Advisory Committee Act (Title 5 U.S.C. Appendix II), as implemented by 41 CFR Part 101-6.

11. AVAILABILITY OF RECORDS. Subject to the conditions of the Freedom of Information Act, 5 U.S.C. § 552, the records, reports, transcripts, minutes, and other documents that are made available to, or prepared for or by, the committee will be available for public inspection and copying at the Office of Rulemaking, Federal Aviation Administration, 800 Independence Avenue, SW., Washington, D.C. 20591. Fees will be charged for information furnished to the public in accordance with the fee schedule published in Part 7 of Title 49, Code of Federal Regulations

12. PUBLIC INTEREST. The formation and use of the Aviation Rulemaking Advisory Committee are determined to be in the public interest in connection with the performance of duties imposed on FAA by law.

13. EFFECTIVE DATE. This committee is effective April 7, 2002, which is the filing date of this charter. The committee will remain in existence for 2 years after this date unless terminated or renewed sooner.

/s/ Jane F. Garvey
Administrator